



Safety in Five

Topic: _____

Date: _____

Location: _____

Company: _____

Topic specifics relevant to your job

☐ OSHA and the fire department require the workplace to have approved portable fire extinguishers

- Fire extinguishers are meant to help control a fire until the fire department arrives
- Evacuation is the priority
- Do not put yourself at risk in order to suppress a fire
- ABC fire extinguishers should be on hand to address combustible, flammable or electrical fires

☐ Where should ABC extinguishers be located?

- Fire extinguishers should be readily accessible
- When obstructions cannot be avoided, arrows or signs must be used
- Each unit should be mounted, so that to top of the extinguisher is not more than five feet off the ground
- Travel distance cannot be more than 75 feet

☐ Check your fire extinguisher for:

- Easy access
- Recommended pressure level – check gauge

- Working parts – the can, hose and nozzle should not be damaged, dented or rusted
- Cleanliness – remove any dust, oil or grease
- Maintenance – each extinguisher must be tested/charged by a fire protection professional on an annual basis

☐ When to use a fire extinguisher:

- Have I alerted others in the building/vicinity?
- Has someone called the fire department?
- Is the fire small and contained?
- Am I safe from fire's toxic smoke?
- Do I have a clear escape route?

☐ How to use a fire extinguisher – remember “PASS”

- Pull the pin – hold the extinguisher with the nozzle pointing away from you and release the locking mechanism
- Aim low – point the extinguisher at the base of the fire
- Squeeze the lever slowly and evenly
- Sweep the nozzle from side to side

Sources: www.NFPA.org and U.S. Fire Administration

Attendees (Names/Signatures)

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Comments/Suggestions

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